



Position Announcement

The United States Peace Corps program in Kosovo seeks a qualified and motivated candidate for the following full-time position:

Janitor-Maintenance Personnel, FSN-2 (€7,952.00)

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Kosovo to teach English and to work with Municipalities and NGOs. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.

The ***Janitor-Maintenance Personnel*** will work as a full time member of the Administrative Unit supporting the entire Peace Corps Kosovo Program. The Janitor-Maintenance Personnel will:

- Be responsible for cleaning the entire Peace Corps office
- Dispose of all garbage from the office
- Perform a variety of manual labor tasks (e.g. moving light to heavy objects around the building when needed)
- Perform routine and non-routine maintenance tasks for the office and staff residences.
- Assist with deliveries, pick-ups, and other logistical tasks.
- Assist in the set up of training and other events

Mandatory Qualifications

Education: Secondary education or equivalent work experience is required.

Professional Work Experience: Minimum 3 years experience working as a janitor is required. Minimum of 2 years experience working as a small equipment maintenance handyperson is highly desired.

Language: Fluent Albanian is required. Knowledge of Serbian is also desired but not required. Knowledge of English is a plus but not required and a candidate with no knowledge of English will not be penalized.

Skills and requirements:

- Knowledge and experience in janitorial duties
- Skills in small equipment maintenance and other handiwork
- Excellent health and fitness as it relates to physical labor, quick reflexes and alertness in performing duties
- Good interpersonal communication and organizational/time management skills
- Pro-active attitude and flexibility
- Ability and willingness to follow directions and training from supervisors
- Polite manners, professionalism and sense of discretion under all circumstances
- Experience working in a cross-cultural setting as a part of an intercultural team is a plus

This position begins as a Grade 2 with an annual salary of €7,952 + benefits.

Important! Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. The application materials submitted can be in English, Albanian or Serbian. Qualified and interested candidates should send a description of their qualifications and CV by e-mail to kosovopc@peacecorps.gov. The SUBJECT LINE of this email MUST state: **Application for Janitor/Maintenance**. Hard copies of applications will not be accepted.

Closing date: applications must be received **no later than midnight February 2, 2014 to be considered**. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.